



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
 4700 Ramona Boulevard
 Monterey Park, California 91754-2169



December 16, 2003

The Honorable Board of Supervisors
 County of Los Angeles
 383 Kenneth Hahn Hall of Administration
 Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF A MASTER AGREEMENT FOR
 DNA LABORATORY SERVICES
 (ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Sheriff, or his designee, to execute the DNA Laboratory Services Master Agreements (copy enclosed) for a term of two (2) years, with three (3) one-year renewal options.
2. Authorize the Sheriff, or his designee, to execute applicable documents when the original contracting entity has merged, been purchased, or has otherwise changed; and exercise three (3) one-year extension options at the conclusion of the two year term.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to enable the Sheriff's Department to maintain a pool of readily available qualified DNA Laboratories to assist the Sheriff's Department's Scientific Services Bureau (SSB) staff in completing DNA testing.

Implementation of Strategic Plan Goals

The recommended services support the County's Strategic Goals of Service Excellence, Organizational Effectiveness, and Fiscal Responsibility by providing quality DNA laboratory work in forensic DNA technology at a competitive rate.

A Tradition of Service

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FISCAL IMPACT/FINANCING

The Sheriff's Department has identified funding in the amount of \$150,000 in Fiscal Year 2003-04 operating budget. Funds required to continue these services will be allocated annually.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Los Angeles County Sheriff's Department's Scientific Services Bureau provides forensic laboratory services for the Sheriff's Department and 45 municipal police agencies within the County, serving approximately six million residents. The Sheriff's crime lab currently receives approximately 80 DNA cases per month involving violent assaults, sexual assaults and homicides. On average, each DNA analyst can complete two to three DNA cases per month. With the present staffing levels, the casework demands cannot be met. Currently, SSB has a backlog of approximately 700 homicide and 1,200 sexual assault cases. This backlog will continue to grow if SSB's DNA productivity cannot be supplemented with outside laboratory testing.

DNA testing on forensic samples is a very complex and time consuming laboratory analysis. The personnel needed to perform this type of testing are highly-educated scientists, with a graduate degree and specialized training in the field of genetics, molecular biology, biochemistry and statistics.

There is an approximate two-year process to hire and train staff to provide laboratory work in forensic DNA technology for DNA testing. The hiring and the background investigation process takes approximately six months to complete. The average on-the-job training period for a DNA analyst is approximately 12-18 months.

These laboratory services are not required daily, but on an as-needed basis, specifically for emergency and rush analysis. Because the demands placed upon SSB for DNA services exceed the available resources, outside vendor DNA testing laboratories were solicited to help meet the demands. There are four stages for the DNA testing. The Sheriff's Department's Senior Criminalists performs the first stage (Screening) and the last stage [Data review and national DNA Database entry (called CODIS)]. The remaining two stages, DNA extraction and profiling are performed at an outside laboratory.

The terms and conditions of the Master Agreement have been approved as to form by County Counsel.

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All vendors are in compliance with all Board, Chief Administrative Office, and County Counsel requirements, including Jury Services and Surrendered Baby Law.

This is not a Proposition A Agreement, therefore, the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreements.

CONTRACTING PROCESS

A Request for Statement of Qualification (RFSQ) was mailed to an initial group of seven vendors. The solicitation was posted on the Los Angeles County Office of Small Business Web Site. The following vendors met all minimum requirements and were selected: Serological Research Institute, Orchid BioSciences, Inc. doing business as Orchid Cellmark, and ReliaGene Technologies. Other interested vendors can qualify at any time during the extended term in order to encourage increased vendor participation as well as maximize the County's access to qualified DNA Laboratories.

Contractors were selected without regard to gender, race, creed, or color for the award of the Agreement. Approval of the Master Agreement does not guarantee a Contractor any minimum amount of business. However, upon execution of individual agreements, the vendors will become active Contractors.

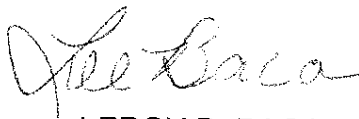
IMPACT ON CURRENT SERVICES

The approval of this action will allow the Sheriff's Department to continue to provide emergency and non-emergency DNA testing in an accredited DNA Laboratory.

CONCLUSION

Upon approval by your Board, please return an adopted copy of this action to the Sheriff's Department, Contracts Administration Unit.

Respectfully submitted,


LEROY D. BACA
SHERIFF